

**DEPARTMENT OF THE ARMY**  
**Vacancy Announcement Number: NEGE06375686**

**Changes to the Job Announcement:** This position requires DAWIA Level II Certification.

**Opening Date:** June 23, 2006

**Closing Date:** July 24, 2006

**Position:** Contract Specialist (Leader), GS-1102-12/FPL: 12

**Salary:** \$65,048 - \$84,559 Annual

**Place of Work:** U.S. Army Engineer District, Baltimore, Contracting Division, Acquisition Branch

**Duty Station:** Baltimore, MD

**Position Status:** This is a Permanent position. – Full Time

**Number of Vacancies:** 1

**Duties:** In this position, you will serve as Team Leader and Warranted Contracting Officer within delegated authority in the Contracting Division with overall responsibility for pre-award and post-award functions, specialized services, construction, specially manufactured items, and professional studies. You will review requests for the acquisition of processes and program requirements. You will analyze the requirement, recommend revisions to the statement of work or specifications as necessary, and decide on the type of contract, milestones, and procurement plan. You will review justifications for sole source and other required clearances, and prepare documentation to include justification and approval for other than full and open competition. As Warranted Contracting Officer, you will execute contracts, delivery orders and modifications, obligating the government and authorizing payment. You will make determinations and findings and final decisions on disputes and purchase order terminations.

**About the Position:** This position is located at the Baltimore District, Corps of Engineers, headquarters located in the City Crescent Building, 10 South Howard Street, in downtown Baltimore, Maryland. Purchases regularly involve at least one of the following areas of complexity: negotiating, awarding, and administering bilateral agreements for professional studies (e.g. HTRW and environmental studies); agreements that are not normally used (e.g. liability, warranty services, inspection at other destination); administering purchases that require extensive monitoring and oversight to resolve complex problems (e.g. protests, claims, terminations, substantial modifications, and progress payments) or developing and selecting criteria and technical ranking factors for purchases with a variety of requirements. You will be responsible for procurement of work from receipt to closeout.

**Who May Apply:**

- Current Army employees with competitive status (includes Army employees serving on a career or career-conditional appointment).

### **Qualifications:**

**SPECIALIZED EXPERIENCE:** Candidates for this position must show in their resume that they have one year of specialized experience and training that provided: 1) Knowledge of Federal, DOD, and other pertinent laws, regulations, procedures, directives, and policy applicable to acquisition and contract administration involving unique, state-of-the-art processes, methods, equipment, and services. 2) Knowledge of various types of contracts. 3) Knowledge of factors appropriate to plan acquisition strategies and conduct negotiations in the pre-award and post-award phases of contracting. Knowledge of price/cost analysis principles and techniques to perform analyses and apply in negotiations. 4) Knowledge of program objectives, technical terminology, and processes or services procured to participate in planning, negotiation, and administration. 5) Knowledge of commercial and industrial business practices common to environmental industries to identify sources, analyze cost and pricing data and contract proposals, and to evaluate offerors for responsibility. 6) Knowledge of Contracting Officer responsibilities to make determinations and findings and final decisions on disputes.

KSAs are not used. Applicants will be rated against the RESUMIX Job Search Criteria which is chosen by the selecting official.

**THIS IS AN ARMY ACQUISITION CORPS CRITICAL ACQUISITION POSITION (AAC)** which may only be filled by a member of the Army Acquisition Corps or an individual that is fully qualified for AAC membership at the time of application for the position. To be fully qualified, applicants must meet the basic educational requirements AND have completed all mandatory training requirements for DAWIA certification; AND possess four years of acquisition experience.

Applicants must include the following information in the content of their resume: Summary of ratings for the last three annual performance appraisals, relevant training and award history, membership in relevant societies, and professional registration/license, if applicable. Applicants must fax a copy of their most recent performance rating, Acquisition Career Record Brief (ACRB) and DAWIA Level III Certification to Mary Jenkins at 410-962-0933.

**NOTE:** A warrant is required as a condition of appointment prior to entry on duty to this position.

A bachelor's degree from an accredited educational institution authorized to grant baccalaureate degrees; AND at least 24 semester hours of study from an accredited institution of higher education in any combination of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management obtained within or in addition to the bachelor's degree. This requirement applies to those entering DOD 1102 positions on or after Oct 1, 2000. Current civilian personnel in DoD, who occupied GS-1102 positions or contracting positions with authority to award or administer contracts above the simplified acquisition threshold in an Executive Department on or before September 30, 2000, are exempt from meeting this requirement. Current military members who occupied a similar occupational specialty to the GS-1102 on or before September 30, 2000, are also exempt from meeting this requirement. Click [here](#) for additional information.

The experience described in your resume will be evaluated and screened for the Office of Personnel Management's basic qualifications requirements, and the skills needed to perform the duties of this position as described in this vacancy announcement.

On your resume, please include college/university, dates attended, degree achieved, semester hours earned, GPA, major field of study, 24 semester hours of specific courses and course hours in your major. Failure to provide this education information on your resume may result in an ineligible rating. Foreign education must be evaluated for U.S. equivalency in order to be considered for this position. Please include this information in your resume. Applicants who have held a General Schedule (GS) position within the last 52 weeks must meet the Time in Grade Restriction.

Must have 52 weeks of Federal service at the next lower grade (or equivalent).

Only degrees from an accredited college or university recognized by the Department of Education are acceptable to meet positive education requirements or to substitute education for experience. For additional information, please go to the Office of Personnel Management (OPM) and U.S. Department of Education websites at - <http://www.opm.gov/qualifications> and <http://www.ed.gov/admins/finaid/accred/index.html>

**Other Information:**

- The Department of Defense (DoD) policy on employment of annuitants issued March 18, 2004 will be used in determining eligibility of annuitants.

The DoD policy is available on

[http://www.cpms.osd.mil/fas/staffing/pdf/rem\\_ann.pdf](http://www.cpms.osd.mil/fas/staffing/pdf/rem_ann.pdf)

- This is a Career Program Position (CP) # 14
- To successfully claim veteran's preference, your resume/supplemental data must clearly show your entitlement. Please review the information listed under the Other Requirements link on this announcement or review our on-line Job Application Kit.
- Permanent Change of Station (PCS) expenses are not authorized.

**Other Advantages:** The Baltimore District is flexible in the accommodation of commuter concerns. You may pay for parking or use commuter services such as the bus, light rail, subway, commuter trains, and other forms of transportation. The District provides a subsidy for those who elect to use public transportation.

**Other Requirements:**

- Must file annual financial statement.
- You will be required to provide proof of U.S. Citizenship.
- If selected, official college or university transcript must be submitted.
- License/Certification: DAWIA - Level III
- Failure to provide all of the required information as stated in the vacancy announcement may result in an ineligible rating or may affect the overall rating.
- Male applicants born after December 31, 1959 must complete a Pre-Employment Certification Statement for Selective Service Registration.
- Direct Deposit of Pay is Required.

**HOW TO APPLY:**

This position will be filled from the Army Centralized Resumix database using an automated recruitment and referral system. Your resume must be on file with the Army Centralized Resumix database. If you have a resume on file with the Army Centralized Resumix database, you may apply by taking advantage of our quick self-nomination process. If you do not have a resume on file with the Army Centralized Resumix database, you must submit one along with the self-nomination. Both documents must be received in the Resumix database by the closing date of the announcement unless specifically stated in the instructions contained in this vacancy announcement.

**RESUME:**

If you do not have a resume on file with the Army Centralized Resumix database, you must submit one. It is strongly encouraged that you use the Army

Resume Builder. The Army Resume Builder can be accessed by clicking on the link at the end of this vacancy announcement. It can also be found on the Internet at <http://www.cpol.army.mil>, click on Employment, click on Army's Resume Builder. The Army Resume Builder is used to create and store your resume. You do this by selecting Save Resume to Database. In order to receive consideration for vacancies, however, you must submit your resume to the Centralized Resumix database by going to the email page, selecting Central Database and clicking on the Submit button. Your resume will automatically flow into the Centralized Resumix database.

We prefer that you use our resume builder to create and submit your resume electronically. However, if you do not desire to use the Army Resume Builder, you may submit your resume to our Central Resume Processing Center using other means by scrolling to the end of this page and clicking on the Job Application Kit link for instructions. Please follow the instructions in our Job Application Kit to create your resume and assure that all of the required information is provided. The Job Application Kit can also be found on the Internet at <http://cpol.army.mil/employ/jobkit> NOTE: Unless specifically stated in the vacancy announcement, do not submit documentation supporting your status/eligibility when submitting your resume. However, you may be asked to submit the documentation if you are selected. Resumes must be received by the closing date of this announcement.

#### **SELF NOMINATION:**

You may self-nominate at any time during an open period of a vacancy announcement. If your resume is currently in our central database, you may Self-Nominate by going to the CPOL/CPOC Vacancy Announcement Board <http://cpolrhp.army.mil/ner/index.html>, key (or cut and paste) the announcement number into the Search - Announcement field (found at the bottom of the page), click on GET ANNOUNCEMENT, then follow link within THAT announcement to self nominate.

If you wish to submit your self-nomination another way, go to The Army Job Application Kit web site ( <http://cpol.army.mil/employ/jobkit>) and follow instructions provided.

Self-nomination must be submitted by the closing date.

#### **APPLICANT NOTIFICATION SYSTEM WEB-ENABLED RESPONSE (ANSWER):**

To check the status of your resume and self-nominations you may go to <http://www.cpol.army.mil>, click on Employment, and click on ANSWER.

**Point of Contact:**

Central Resume Processing Center, 410-306-0137,  
aplicanthelp@cpsrxtp.belvoir.army.mil

**THE DEPARTMENT OF THE ARMY IS AN EQUAL OPPORTUNITY  
EMPLOYER.**

Applicants will receive appropriate consideration without regard to non-merit factors such as race, color, religion, sex, national origin, marital status, sexual orientation except where specifically authorized by law, age, politics or disability which do not relate to successful performance of the duties of this position. Otherwise qualified applicants with disabilities who need reasonable accommodation may notify the agency Point of Contact on this announcement of their need.

SELECTION FOR THIS POSITION IS SUBJECT TO RESTRICTIONS  
RESULTING FROM DEPARTMENT OF DEFENSE REFERRAL SYSTEM FOR  
DISPLACED EMPLOYEES.